

Performance Appraisals - A New Approach

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Supervisor Log

WHY THIS NEW APPROACH?

USING THE NEW LOG

1.

Why are we here?

"Improve the Operation of the County"

"Make work environment better for the employees"

ATTORNEYS FAVORITE:
Avoid Liability

Problems?

Sued!

How to Win

2.

Main Problem:

Lack of or no documentation

3.

Supervisor problems:

- Lack of Real-time Documentation
- Lack of coaching and/or counseling as situations occur
- Inaccurate Annual Performance Appraisals
- Unprepared in a law suit

4.

Who is on the front line?
Where does most of the liability land?

Our Supervisors!!

5.

WE CAN BE SUED FOR EVERYTHING!

6.

WE CAN BE SUED FOR EVERYTHING!

FOR DISCIPLINING AN EMPLOYEE

FOR PROMOTING AN EMPLOYEE

FOR DOING NOTHING!

7.

WE CAN BE SUED FOR EVERYTHING!

FOR DISCIPLINING AN EMPLOYEE

- Wrongful termination
- Due process violation
- Other???

8.

WE CAN BE SUED FOR EVERYTHING!

FOR PROMOTING AN EMPLOYEE

- Discrimination by other employees
- Other???

9.

WE CAN BE SUED FOR EVERYTHING!

FOR DOING NOTHING!

- Ignoring a Problem - Reasonably known
- Should have stopped harassment
- Other???

10.

How do we win a Lawsuit?

12.

How do we win a Lawsuit?

Whoever has the most evidence
and/or documentation

13.

How do we win a Lawsuit?

Your "WORD" in a court of law is worthless

You will be made out to be biased and/or corrupt

14.

How do we win a Lawsuit?

Keep consistent and accurate records!

Real-time records and logs CAN'T be faked months or years in advance of an employment decision

15.

How do we win a Lawsuit?

DOCUMENT!
DOCUMENT!
DOCUMENT!

16.

Supervisor Log WHAT IS IT?

Purpose

Log Sheets

18.

Why Supervisor Logs?

19.

Why Supervisor Logs?

This system allows us to document things in real time
- then archive them to protect the County

Provides supervisors with a tool to help them communicate
employee's work performance on a consistent basis

Simplifies Annual Performance Reviews

22.

Why Supervisor Logs?

This system allows us to document things in real time
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Provides supervisors with a tool to help them communicate
employee's work performance on a consistent basis

Simplifies Annual Performance Reviews

Allows accountability of
Supervisors!!

23.

SUPERVISOR LOG

SEVIER COUNTY 2019 SUPERVISOR PERFORMANCE LOG				
Employee Name: (Print)			Supervisor:	
Date	Observed Performance	Persons Involved	Employee Response	Response/Action Taken

24.

Using the New Log

Progressive Discipline?
Yes

Training Coaching Counseling






Review Correction

Strategy

Training Supervisors

28.

OVERALL PLAN:

- Train Supervisors 
- Help Employees Succeed 
- Stay on Top of Potential Problems 
- Consistency with All Employees 
- Stay Connected - Know Your Employees 

33.

Training Supervisors

NOT a Daily Log -
An Incident Log

Coaching

- Awareness and listening
- Provide training opportunities
- Immediate feedback
- **Record in Supervisor Log**

Counseling

- Recognize performance problems
- Focus on problem/Be specific
- Keep it factual and relevant
- Formal conversation - DON'T DELAY
- **Record in Supervisor Log**

Corrective Action

- **To be used when counseling efforts are not working**
- Consult with HR & Attorney
- Complete separate corrective action form
- Formal conversation
- Return completed form to HR

DOCUMENT, DOCUMENT, DOCUMENT

41.